



Homeland
Security

OCT 17 2012

MEMORANDUM FOR: NPPD Subcomponents

FROM: David Hess
Acting Chief of Staff

SUBJECT: Business Casual Dress Guidance

The National Protection and Programs Directorate (NPPD) offices are encouraged to adopt a business casual dress code. Following the popular implementation of NPPD's business casual dress code during the summer months to create a more comfortable work environment, NPPD is extending the business casual dress code until further notice.

Our goal is to balance employee comfort and agency objectives in a manner that fosters hiring, developing, rewarding, and retaining employees. Employees are still expected to maintain a professional image, particularly when meeting with clients or stakeholders. As a component of the Department of Homeland Security's Headquarters, NPPD needs to project a professional presence while promoting homeland security and enhancing the security of people traveling to and within the United States. While under a business casual dress code, men are not required to wear a coat and tie during normal business hours. Women may follow a similar business casual dress code for comfort. However, shorts or other very casual clothing are never appropriate for NPPD business, and employees are allowed to wear jeans on Fridays only. Employees must be prepared to dress appropriately (e.g., shirt, tie and coat/jacket) for specific meetings or venues as necessary. Where there are specific uniform requirements, employees are required to abide by such. Some reasonable parameters of appropriate attire are provided by the following examples:

- Examples of business casual dress are: sport coats, cotton trousers, slacks, polo shirts, button down shirts without a tie, sweaters, loafers, slacks, dresses, blouses, dress heels, boots, and flats.
- Examples of unacceptable office attire are: T-shirts, cutoffs, beach wear, tank or halter tops, tennis shoes, spandex, shorts, exercise clothing, flip-flops, or slippers.

I ask that each NPPD office determine appropriate standards, consistent with the above examples and other attire policies, for their respective organization.

Bargaining unit employees must follow the applicable collective bargaining agreement. If you have questions, please contact the NPPD Employee and Labor Relations Office at NPPDEmployeeandLaborRelations@hq.dhs.gov.